

**ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible, administrative-support position in the fire department service, the primary duties of which include assisting the Fire Chief in research and planning of department programs and activities; working with division heads in developing, preparing, and monitoring the operational budget for the entire department; maintaining administrative records; and managing departmental equipment, property, and supplies. The employee of this class relieves the Fire Chief of minor administrative and clerical matters. The Administrative Assistant to the Fire Chief works with little supervision, reporting to and having work reviewed by the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in gathering information necessary for planning of assigned programs and activities of the department. Works with boards and agencies whose operation or rules affect the careers of the fire department personnel. Keeps informed on local trends, modern fire fighting methods, and administrative practices that may affect the fire service, offers advice, and makes recommendations, as appropriate. Reviews existing or proposed legislation, ordinances, and court rulings to determine if recommendations may be needed for changes in department policies and procedures. Reviews departmental operations having to do with equipment and apparatus, conducts inspections of various divisions of the department, and observes department operations in order to recommend changes for consideration by the Fire Chief.

Relieves the Fire Chief of routine administrative and clerical matters, including maintaining schedules of appointments and meetings for the Fire Chief, managing administrative files, receiving and reviewing correspondence, and preparing correspondence for the Fire Chief's signature. Provides for the maintenance of all department records, including making decisions concerning what information should be included and in what form this information should be kept. Compiles and organizes data needed for records and reports. Writes requests for grants or other special funds to aid in the operation of the fire service. Maintains all personnel files for the fire

department, including personnel actions, duty assignments, absences, eligibility lists, and supplemental pay records.

Assists the Fire Chief in accounting for the money and assets of the fire department. Gathers information to be used in compiling the budget, and prepares and submits an operating budget for the entire department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the established budget. Prepares expenditure and revenue estimates. Posts items into accounting software and maintains monthly balances. Prepares payroll records.

Informs the public about the operations of the fire department. Coordinates special projects related to public relations or the image of the fire department. Conducts polls and surveys relating to the fire service or develops related information gathering devices for use in setting goals for the public relations program. Organizes and analyzes data from polls, surveys, or information gathering devices and recommend needed policy statements or policy changes based on data analyses. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Conducts tours of department facilities for school or civic groups.

Maintains inventory of and orders supplies and equipment. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Writes specifications for new fire department equipment, prepares specifications for public bid, and meets with sales representatives to review products. Makes recommendations on major purchases for the department.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid Louisiana driver's license.

Must have at least three (3) years of full-time experience with a paid fire department in fire service positions performing administrative duties for a fire department, or duties in some related area of operations which would afford a background in fire suppression, fire prevention, or fire department training.